



## Employment Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_      Alternate: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email address: \_\_\_\_\_

How Did you hear about this position? \_\_\_\_\_

Were you referred to us by someone? \_\_\_\_\_

Position sought: \_\_\_\_\_

Are you eligible to work in the United States?      Yes    No

Have you been convicted of a crime?                Yes    No

Are you willing to consent to a drug test or  
 criminal background check, if requested?      Yes    No

Are you looking for part-time or full-time work? \_\_\_\_\_

If part-time, how many hours a week? \_\_\_\_\_

Day	Work Availability (i.e. anytime, not available, 8am-3pm)
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

### Education:

School	Did you graduate?	Course of study
High School		
Technical		
College		
Graduate		

**Previous Work Experience:**

Company (include address)	Contact Name & Phone Number	Position	Dates of Employment	Reason for Leaving

**General Short-Answer Questions:**

1. Why do you want to work for the Maryland SPCA?
2. What qualities do you possess that will enable you to be a good employee?
3. Are you a “self-starter,” or do you rely upon management to direct your work most of the time? How do you know?
4. If you believe you have a legitimate grievance that is work related, how might you go about addressing the problem?

5. What previous experience (personal or work-related) do you have with dogs and cats?

6. What, in your words, makes an animal “adoptable”?

7. In a few words, what is the negative impact of each of the following:

- a. Being late:
- b. Not fulfilling one’s responsibilities:
- c. Gossip:

8. In a few words, what is the positive impact of each of the following:

- a. Helping a co-worker:
- b. Generating new ideas and routing them to supervisors:
- c. Listening to people:

**Drug and Alcohol Testing:** Any applicants for employment may be asked to submit to drug and alcohol testing as a *condition of consideration of their application*. Applicants will not be offered employment or will have offers revoked if they test positive. Applicants who fail to submit to testing, or who fail to cooperate with the testing procedures will not be considered for employment.

**Credit and Criminal Background Checks:** The Maryland SPCA may require applicants for employment to submit to a criminal background and/or credit check by a person or agency designated by the MD SPCA, which may require applicant’s social security number, driver’s license number, and birth date. The MD SPCA will provide information discovered during the check to the applicant or employee if employment is withheld based on information revealed.

Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.

I certify that all of the information provided in this application and during any interview process is true and complete. I agree to submit to drug and alcohol testing and/or a credit or criminal background check as a condition of employment if requested by The Maryland SPCA. If hired, I authorize my employer to deduct from my wages any amounts that may be due it as a result of overpayment of wages, loss or destruction of its property, or any other amounts that I may lawfully owe it, or for which I have received consideration. I have read and understood the notice regarding Maryland law on lie detector tests.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Thank you. We appreciate your interest in working with the Maryland SPCA.**